County of Erie

CHANGE MY BENEFITS and PAYMENTS INFORMATION

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1. Overview

1.1. Purpose

The purpose of this document is to provide instructions to Erie County employees on how to view/update the My Benefits and Payments information in ESS.

1.2. Maintenance

The County of Erie Department of Information & Support Services is the custodian of this document and responsible for its maintenance.

1.3. Revision History

Revision	Date	Comments
1.0	6/6/2011	Initial Publication

2. Background

The County of Erie DISS moved toward the implementation of Employee Self Service (ESS). This system allows employees to enter view and edit their personal information directly into SAP.

3. Role Definitions

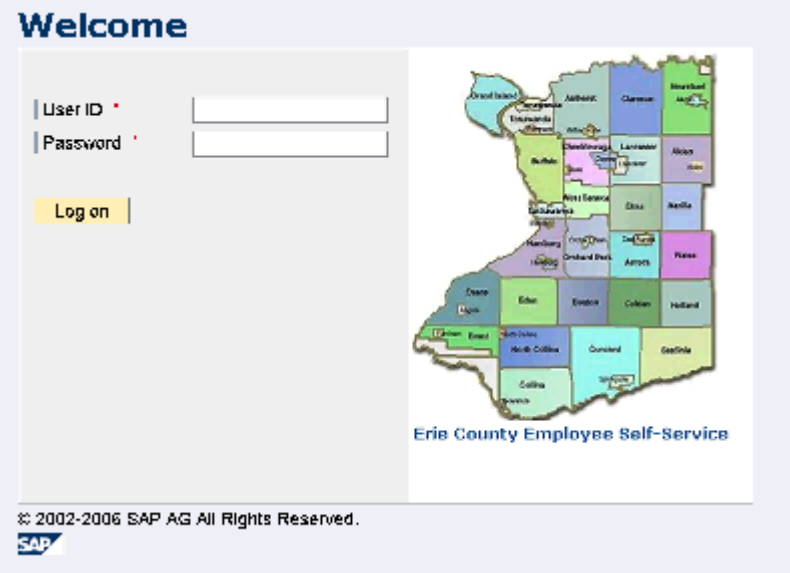
Role	Description
Employees	Employees in Erie County.

4. Ensuring Data Consistency

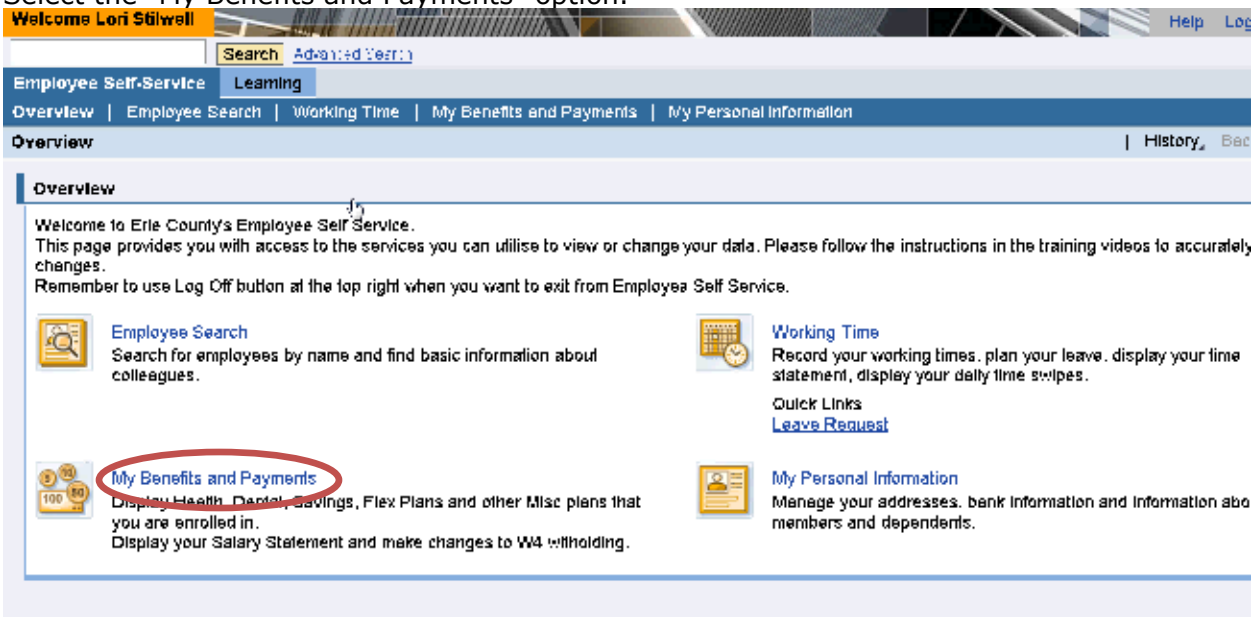
The previous process for changing this information was accomplished either by notifying the departmental Personnel administrators or personnel department of the changes. Now employees will have the ability to view or change (where permissible) the information themselves by using Employee Self Service.

5. Log on/ Log off ESS system

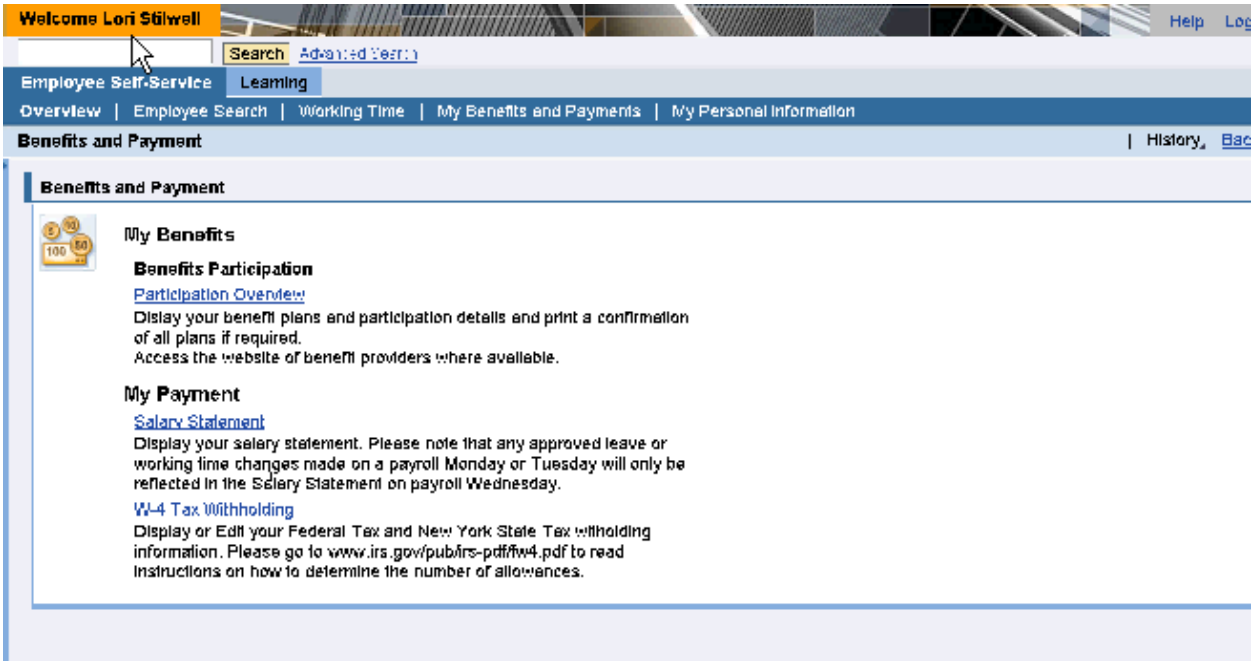
To update My Benefits/Payment data, the employee must first log on to ESS system. Log on using your User ID and Password, then click on "Log on" button.



Select the "My Benefits and Payments" option.

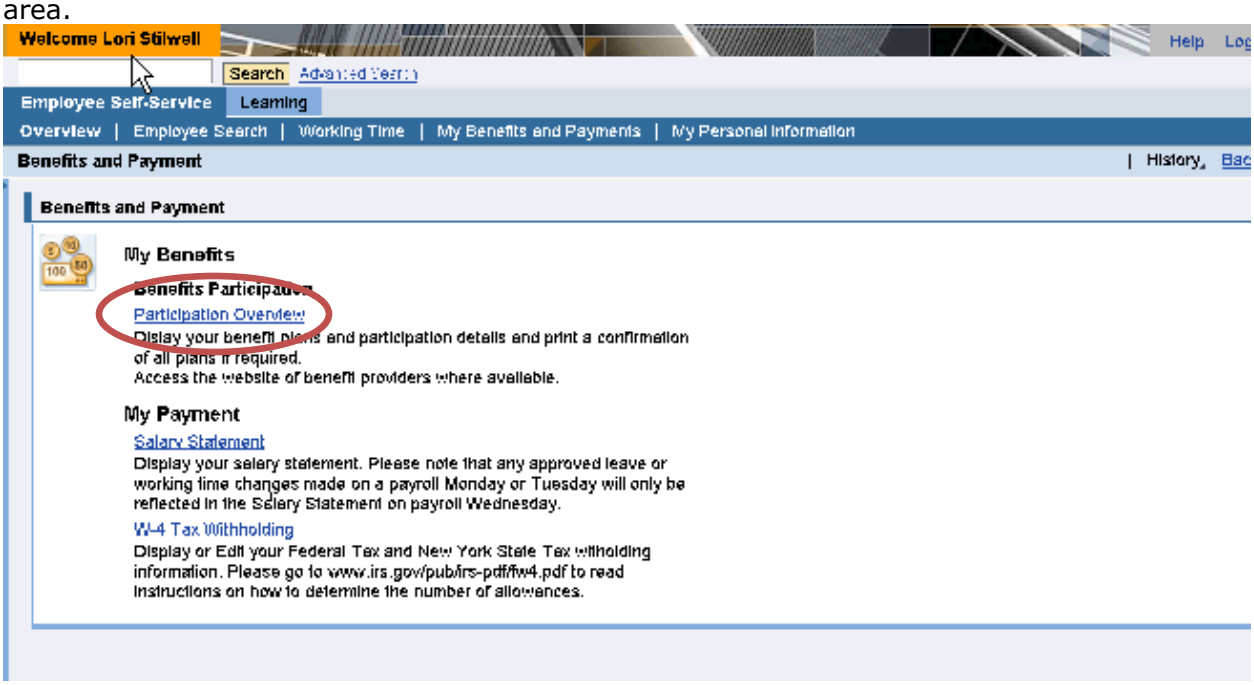


From this screen, you can select Participation Overview (in the Benefits Participation area), Salary Statement, or W4 Tax withholding (in the My Payment area).
Each selection is covered in the following sections of this manual.
To exit this process, select the Logout option at top right corner of this screen.

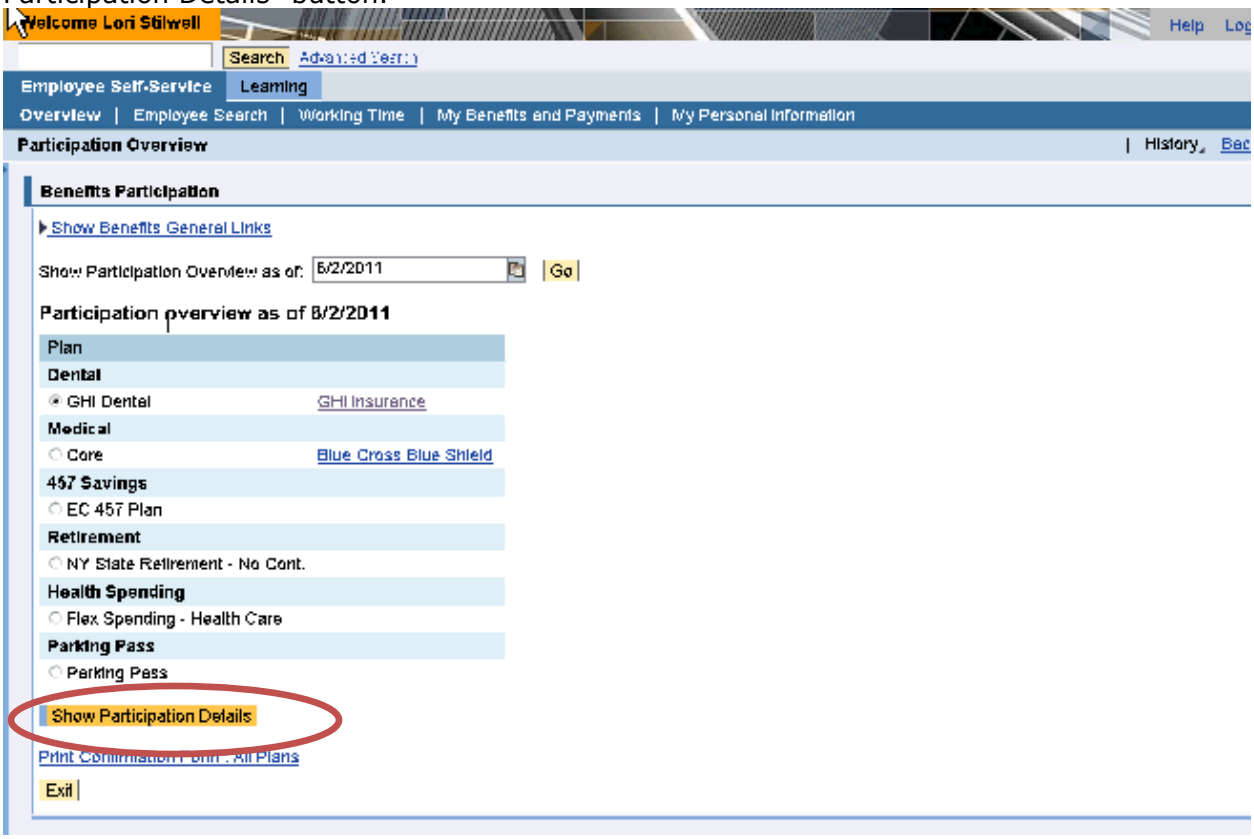


6. Participation Overview

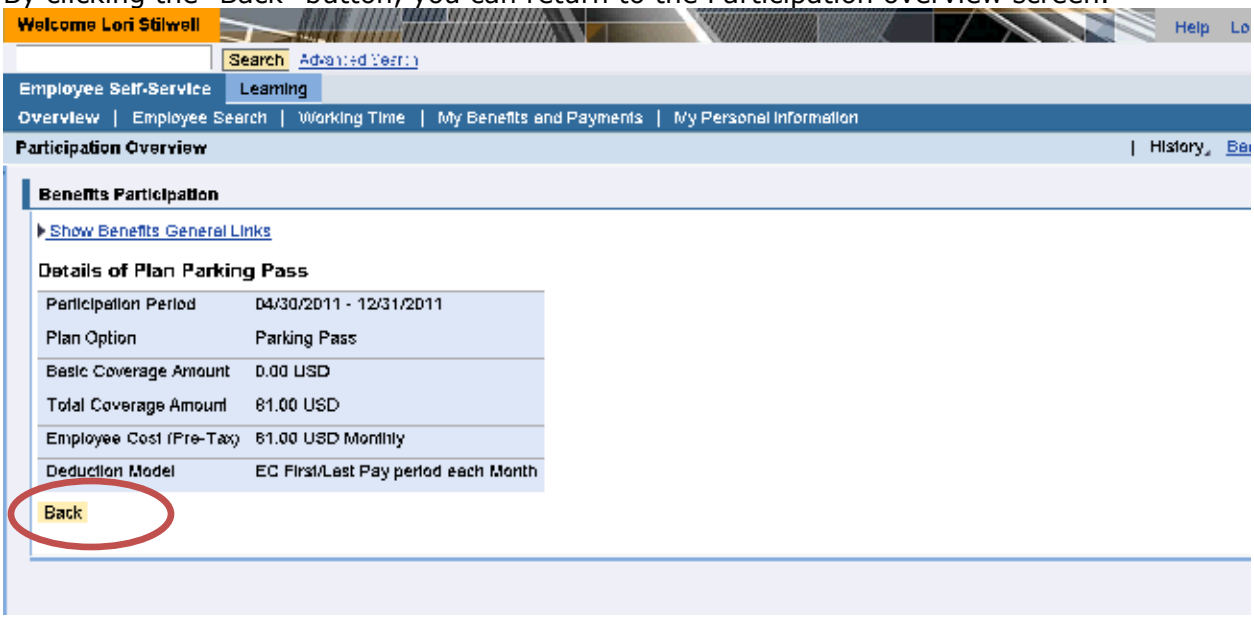
To view Participation Overview, click on "Participation Overview" option under MY Benefits area.



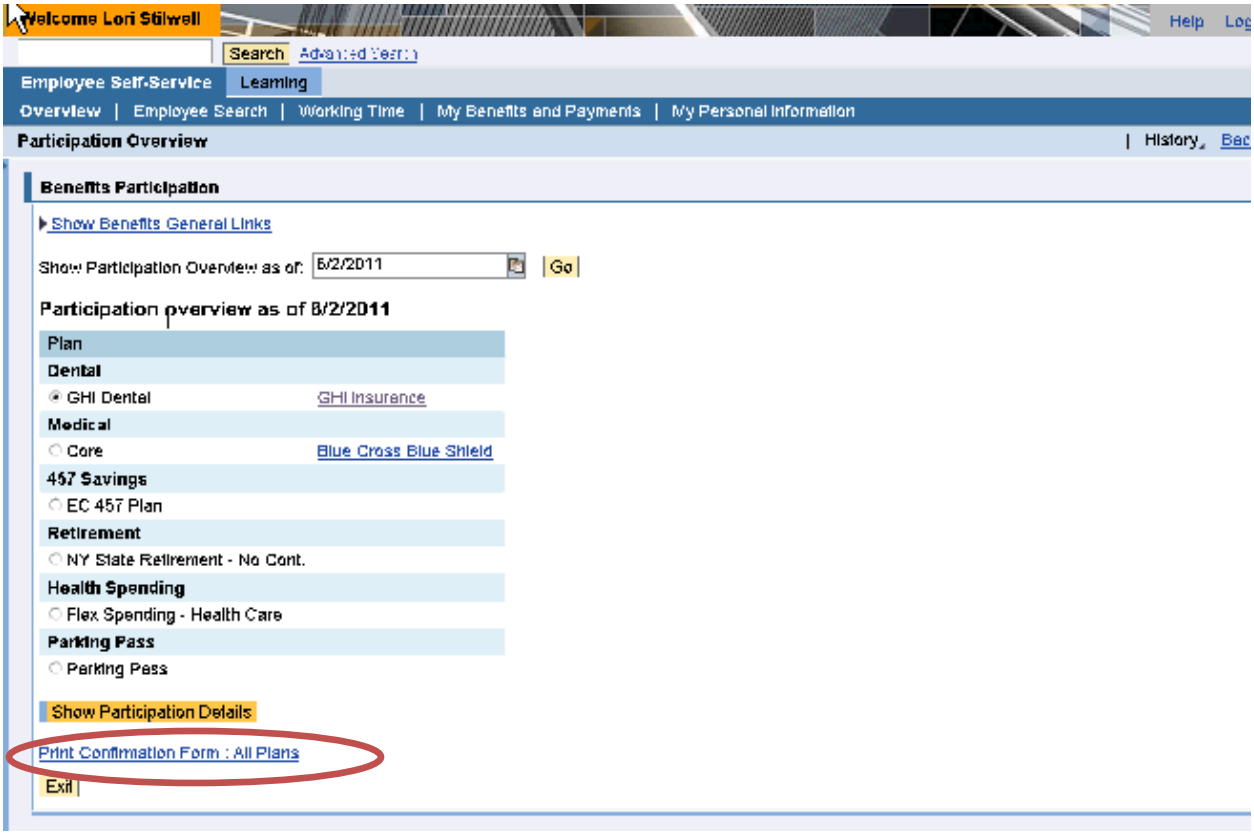
The screen below will display the health plans that you are currently participating in. At this time you cannot make any changes to these plans through this screen. You must use the appropriate Personnel Office procedure if you wish to make changes to your plan participation.
You can view the details of any plan by selecting the plan and then clicking "Show Participation Details" button.



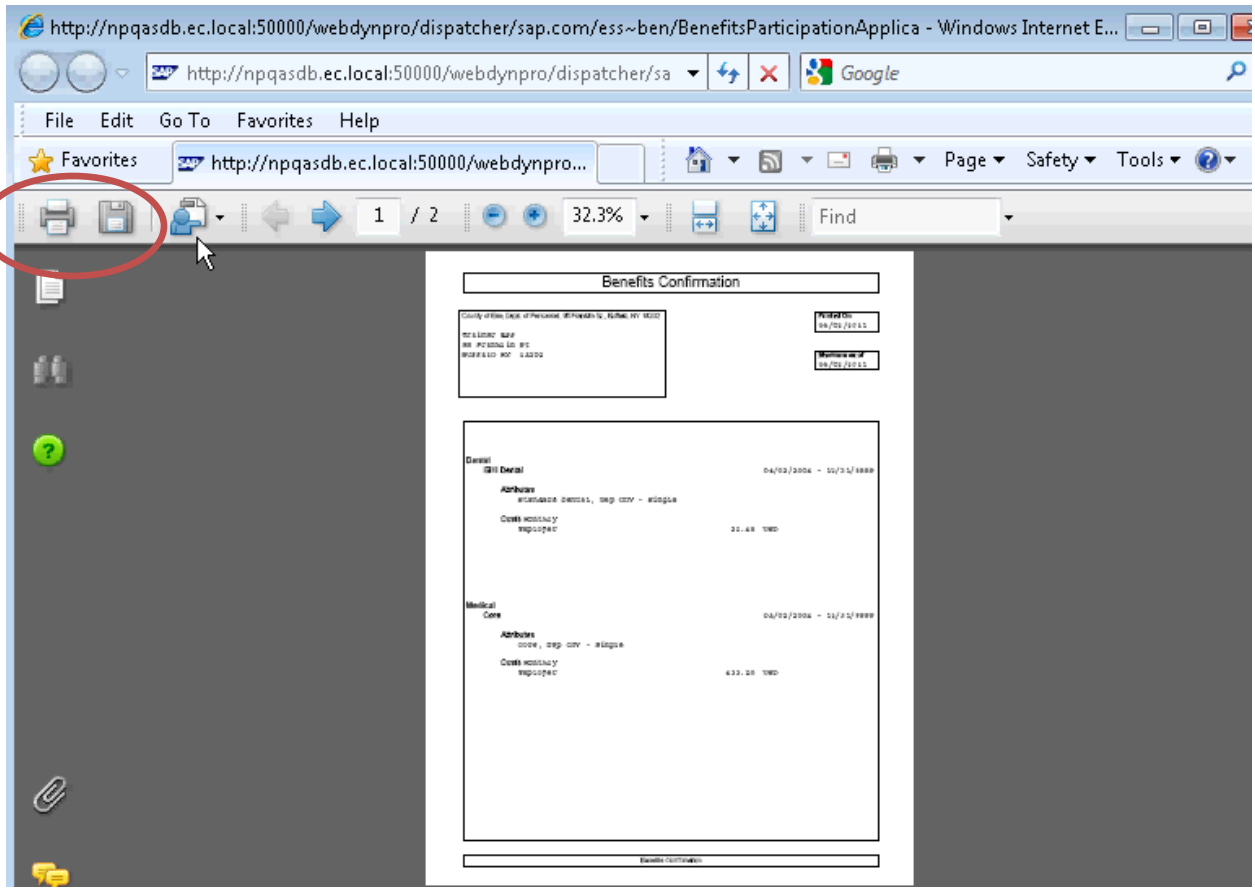
This screen shows the details for the Parking Plan.
By clicking the "Back" button, you can return to the Participation overview screen.



From the Overview screen, you can print a confirmation of all your plans by clicking on the link "Print Confirmation Form-All Plans" at the bottom of the screen.

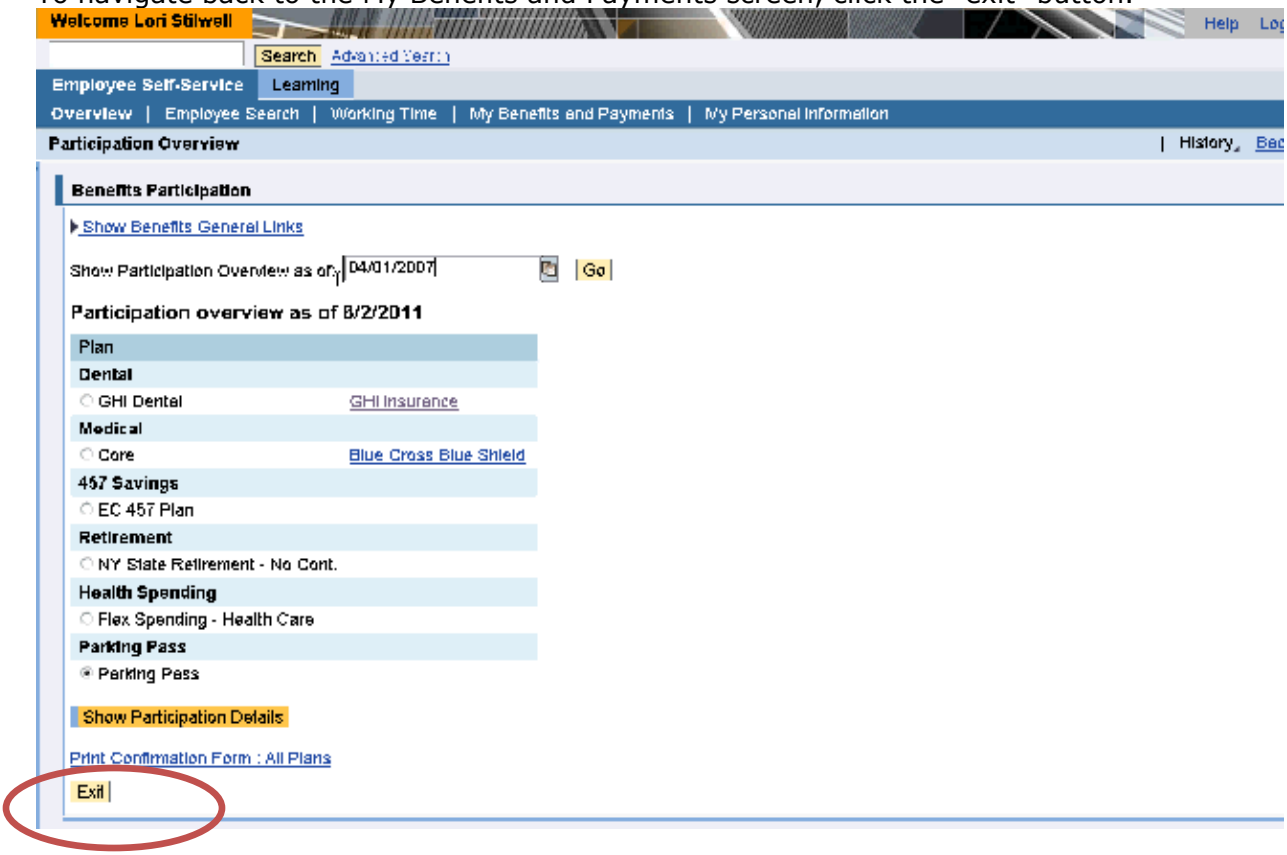


A PDF document (shown below) will be generated in a separate window. You can view it, print it (by clicking on the printer button), or save it (by clicking on the save to disk button). You exit by closing this window.



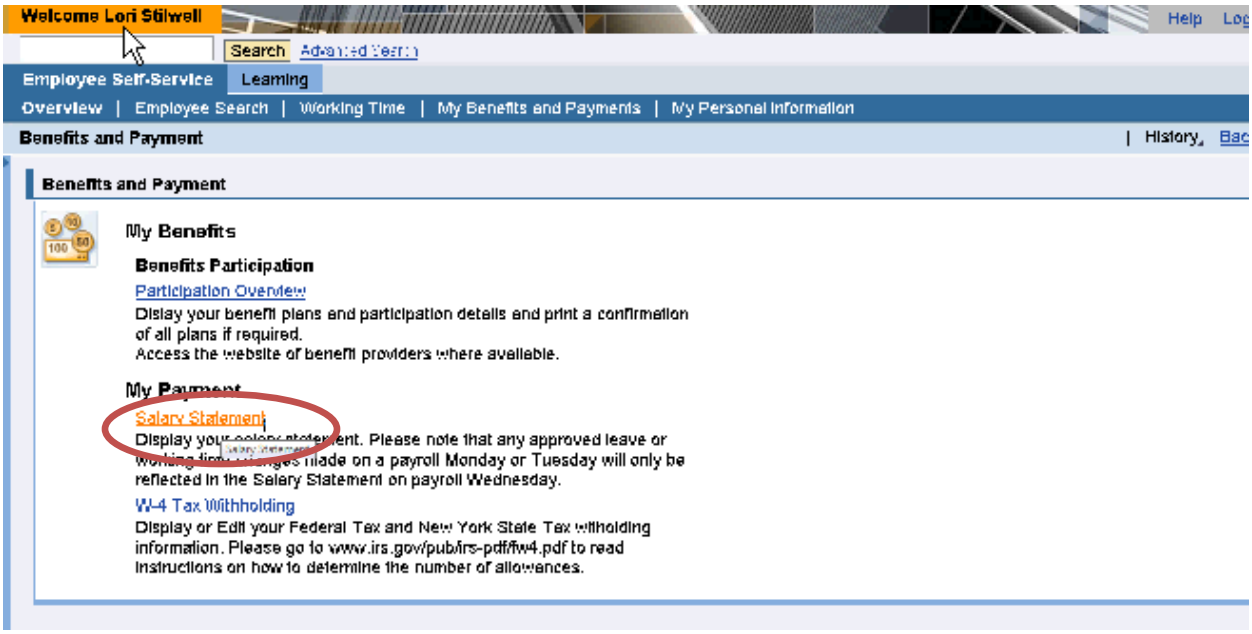
The overview screen allows you to view past plan participation by entering a date and clicking "go". You can view back as far as you date of hire (or the date of SAP's implementation on 4/2/2004), whichever is most recent.

To navigate back to the My Benefits and Payments screen, click the "exit" button.



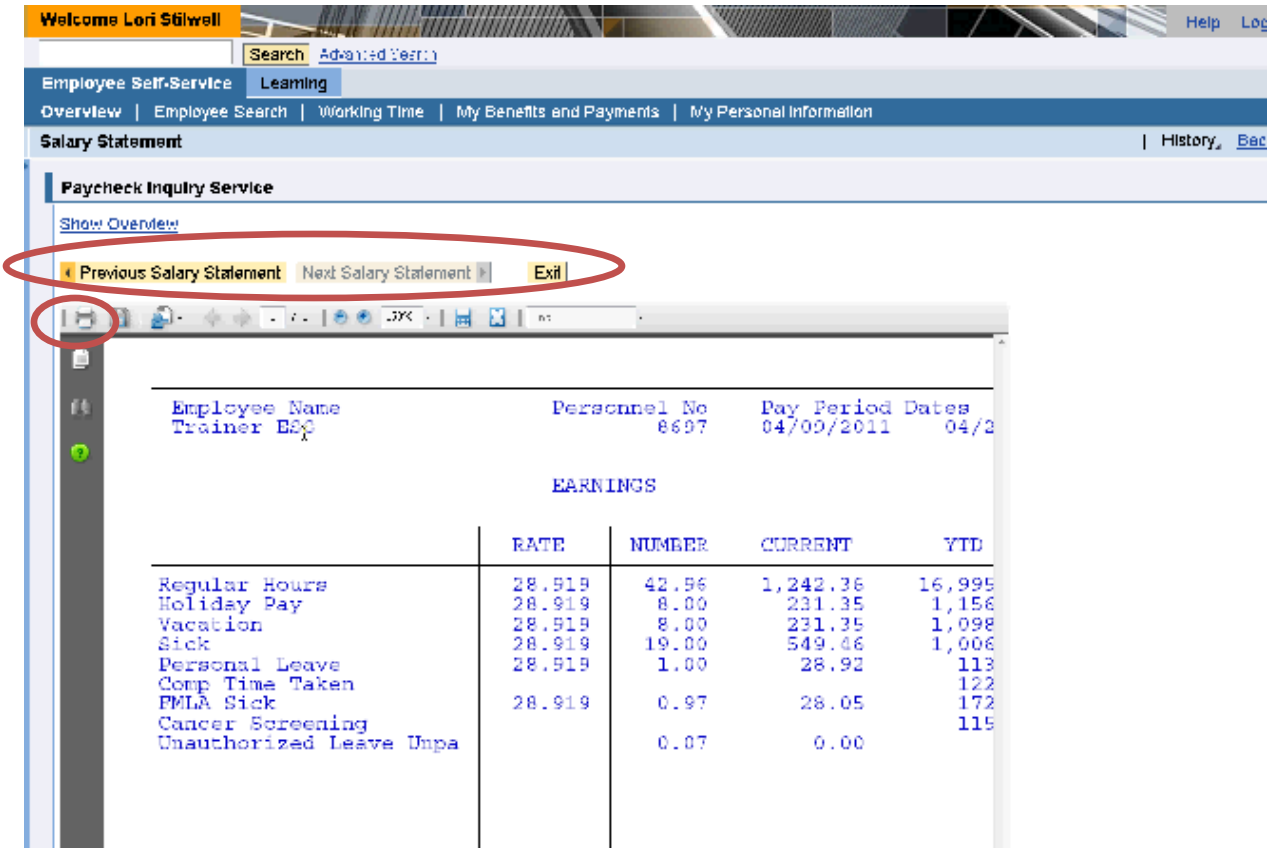
7. Salary Statement

To view current or past earning statements, select “Salary Statement”.

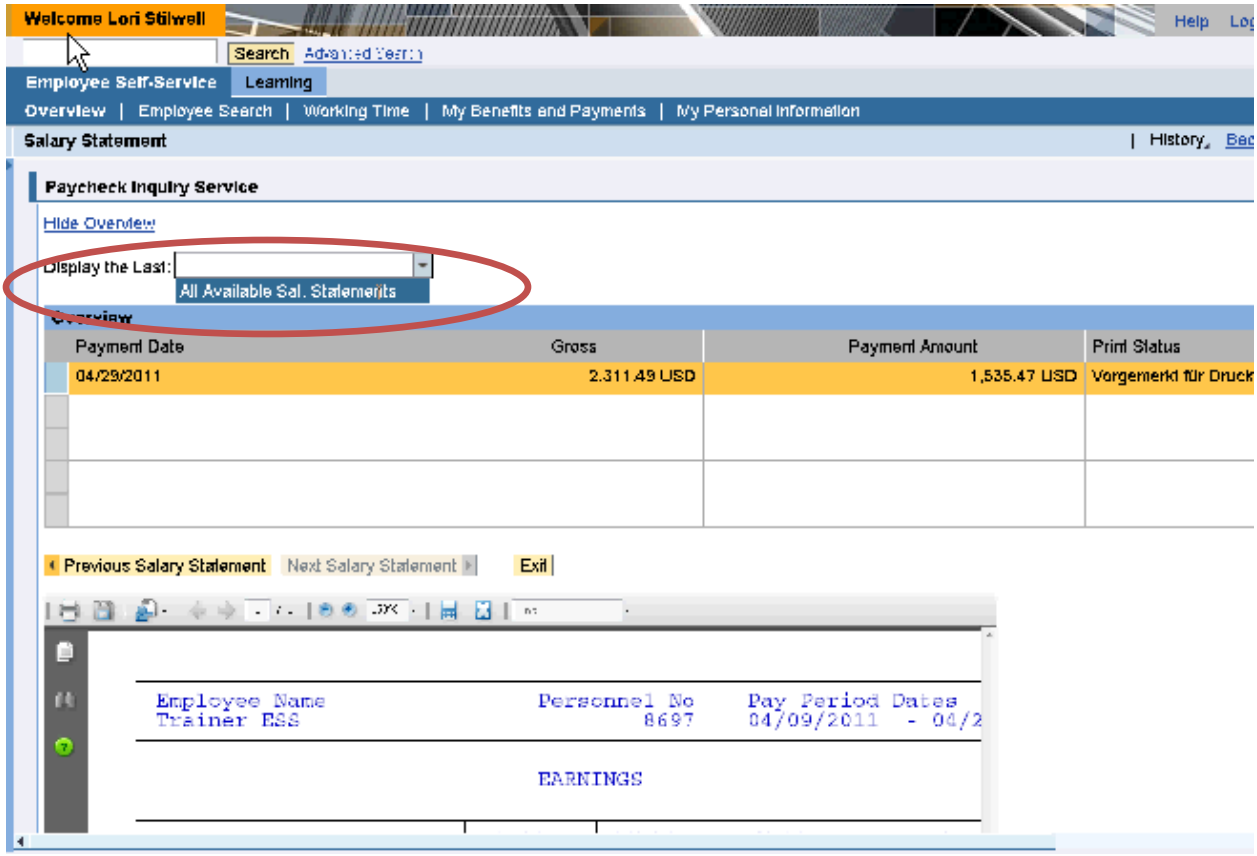


You will see screen below. You can view the current and past statements that you have received back to you date of hire (or 4/2/2004) whichever is most recent.
You can navigate to previous statements using the "Previous Salary Statement" button, or navigate forward again by using the "Next Salary Statement" button.
For any statement you view, you can print by selecting the printer button.
The Exit button will take you back to the My Benefits screen.

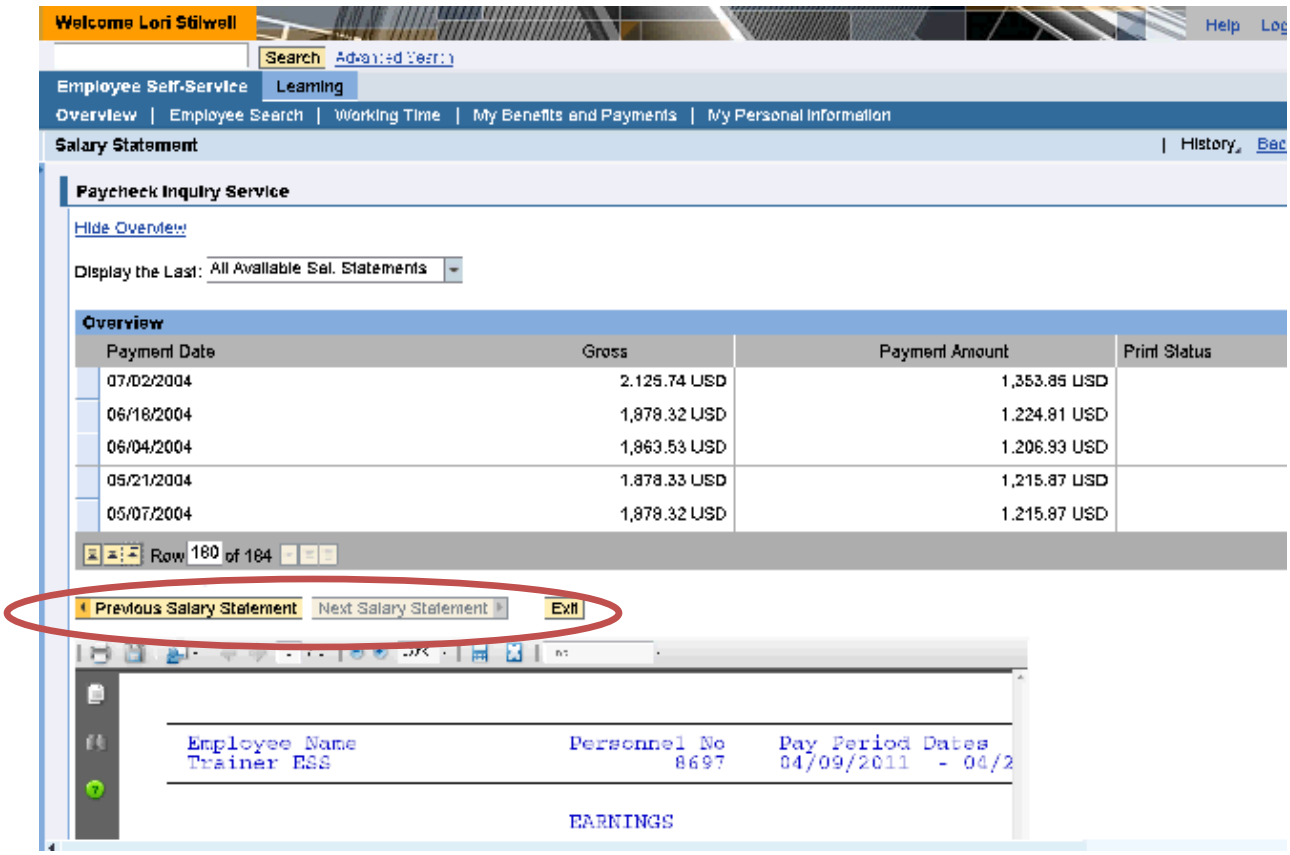
NOTE THAT ANY TIME APPROVED ON A MONDAY AND TUESDAY OF A PAY WEEK WILL GET DISPLAYED IN THE SALARY STATEMENT RELEVANT TO THAT PAY WEEK ONLY ON WEDNESDAY.



You can click on the "Show overview" button to navigate more broadly. You will use the drop down next to "Display the last" and select "all available statements".

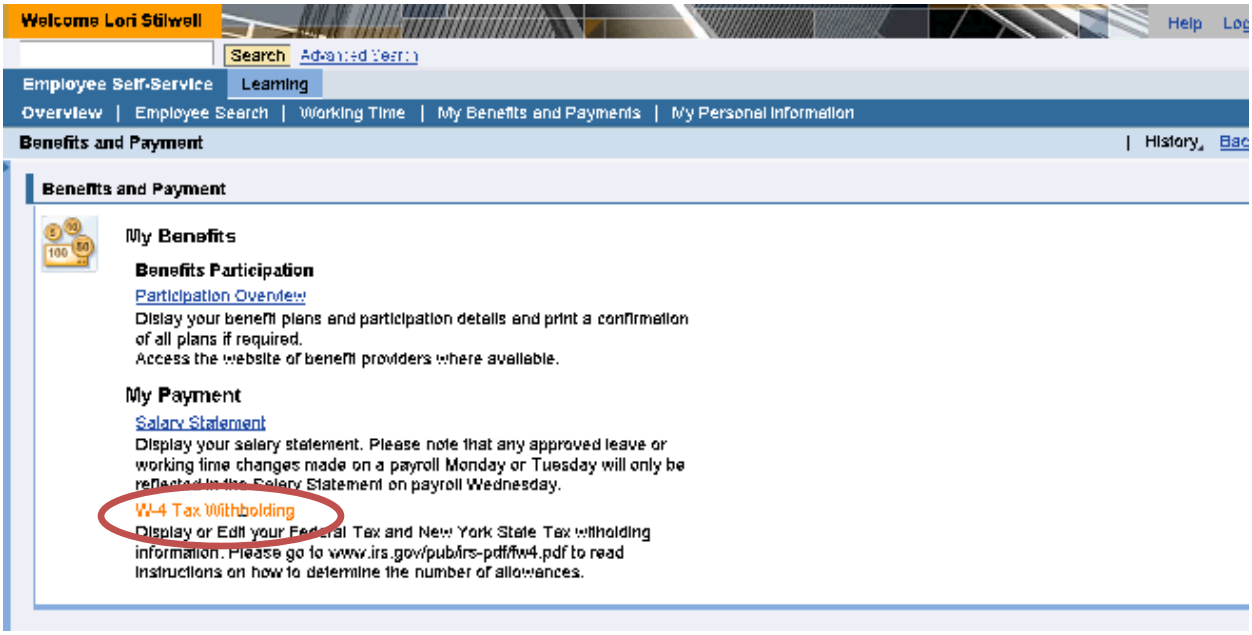


You will now see the screen below showing a list of all available statements. You can use the navigation tool at the bottom of the frame to find the statement you want to view. Once you find it, click on it, and it will be shown in the lower part of the screen. You can click to print or save icons here. It is not recommended to save the statement if you access ESS on a shared computer.
Click on the Exit button to navigate back to My Benefits/Payment screen.

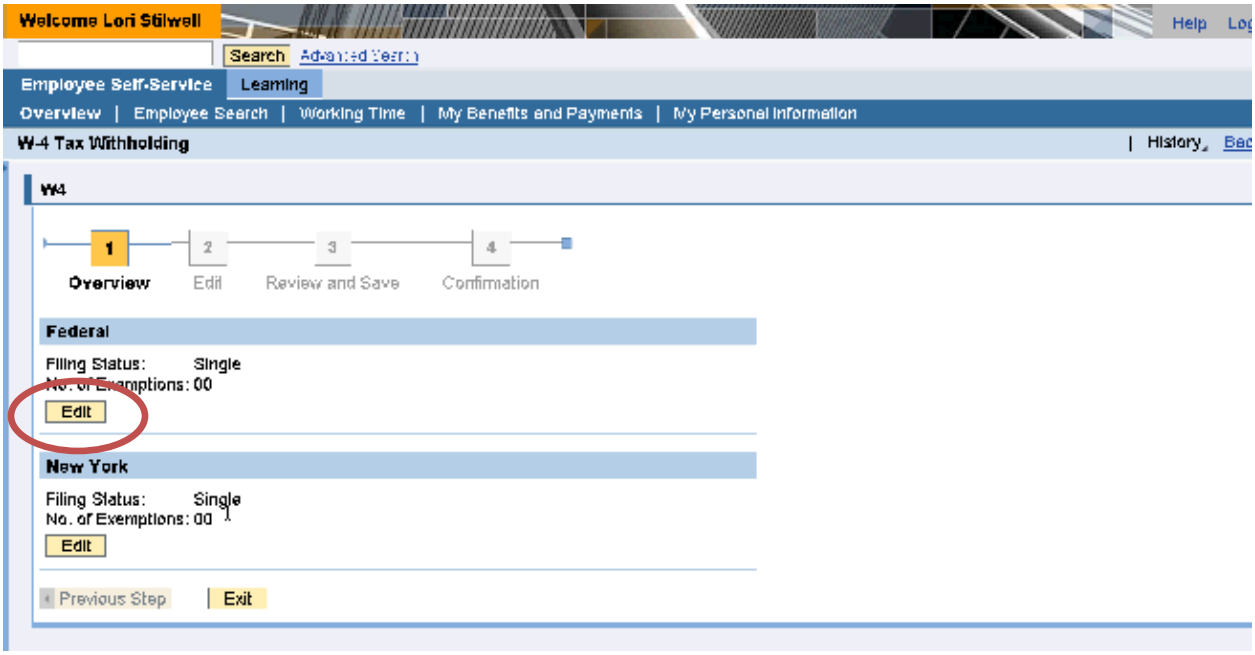


8. W4 Tax Withholding

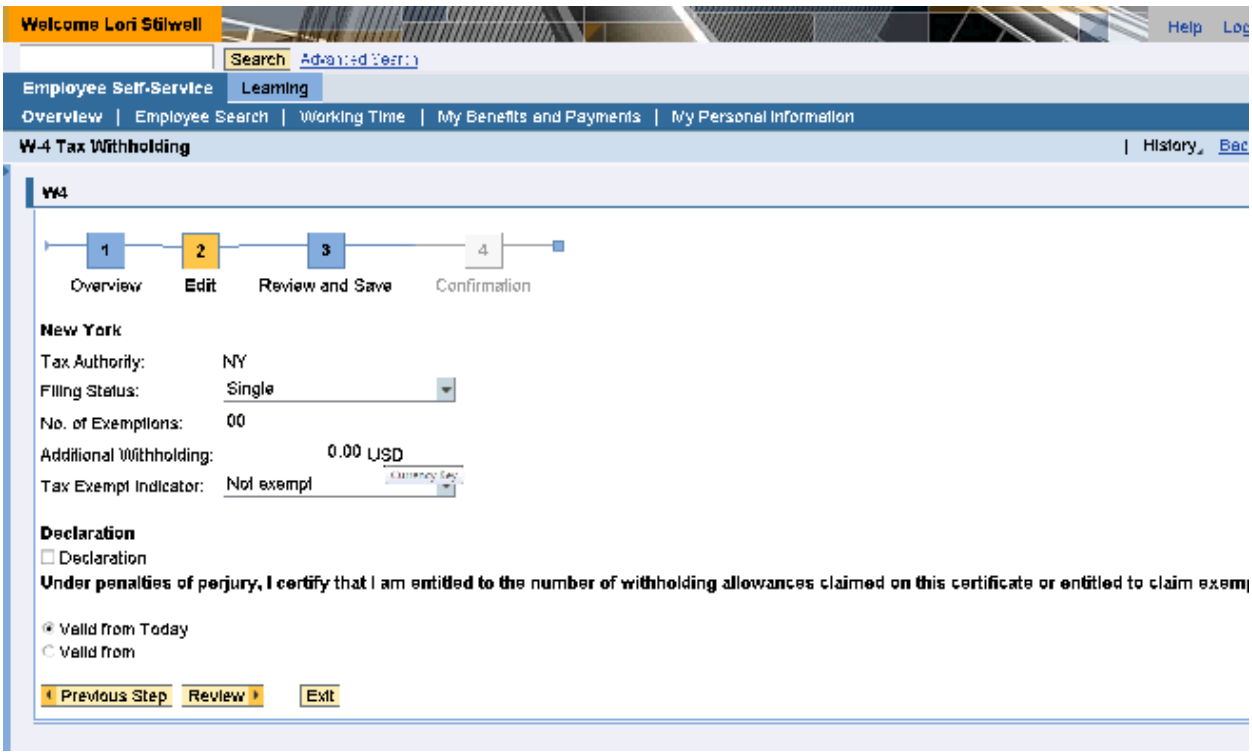
To view or change W4 tax withholding information, click on the "W4 Tax Withholding" option.



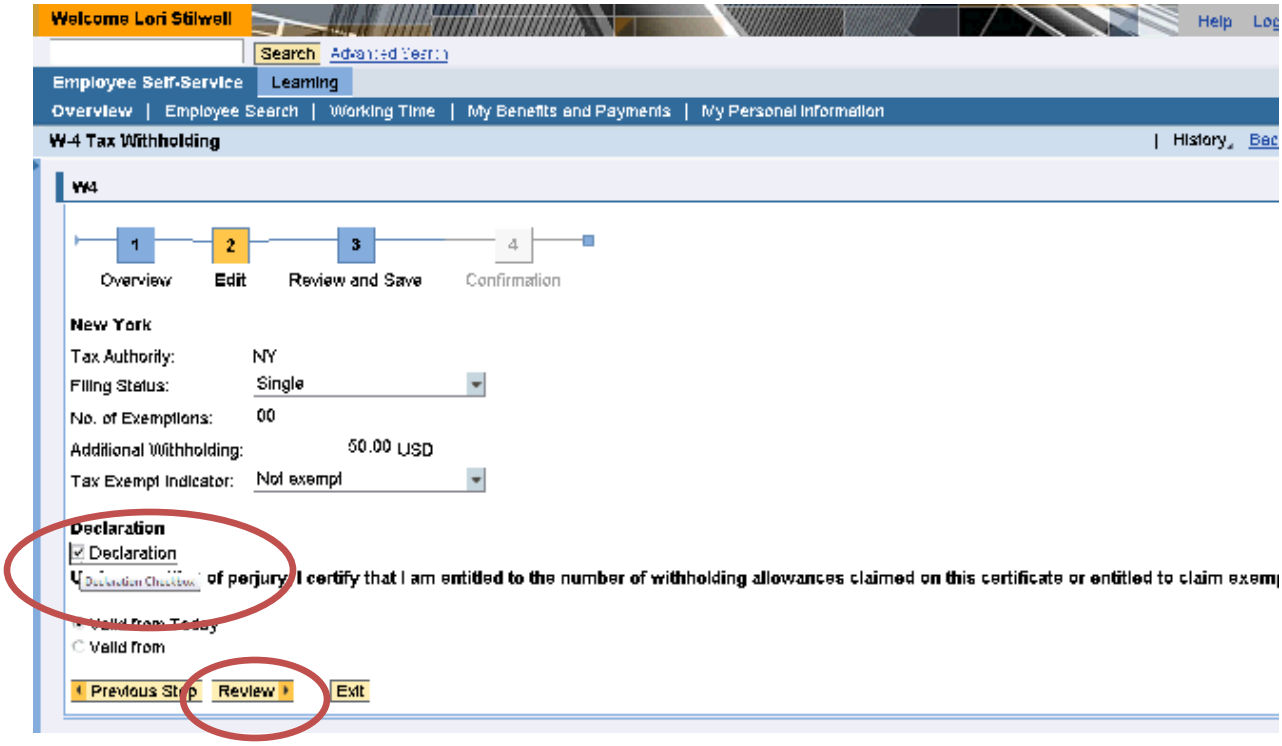
Here you can view your current W4 information. If you wish to make changes, click the "Edit" button under the item you wish to change.



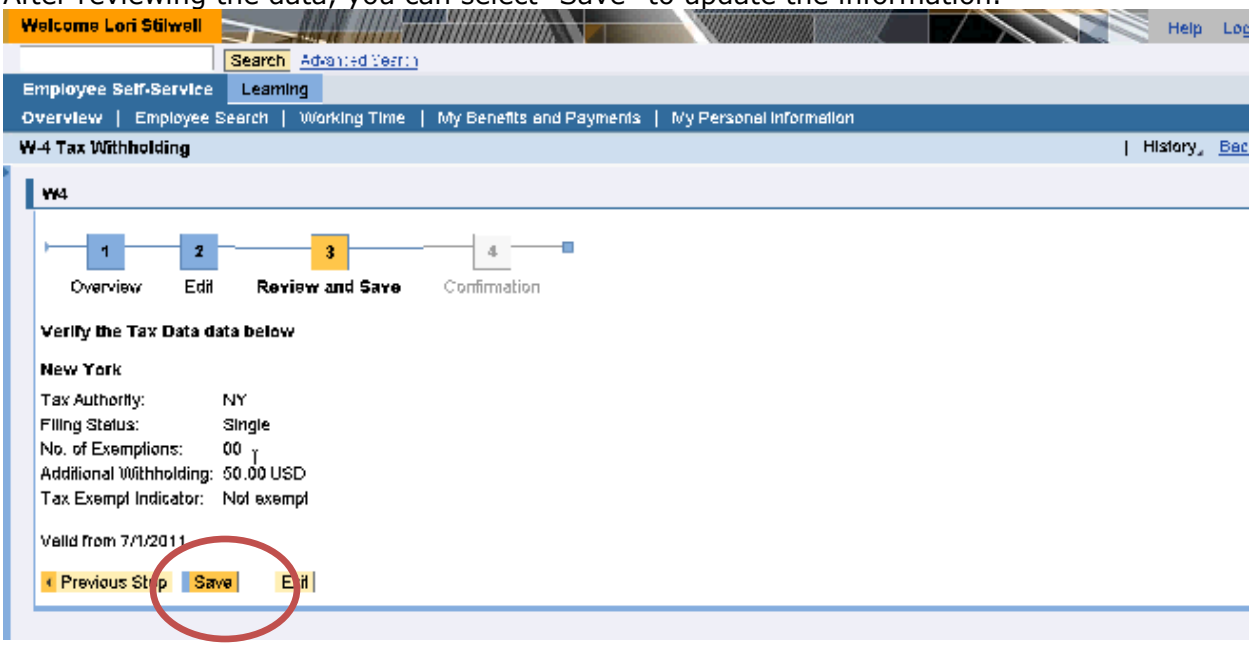
Here you can change you filing status, number of exemptions, exemption status, and additional withholding amounts. Please refer to Form W4 at www.irs.gov for instructions about how to arrive at the proper filing status and exemptions.



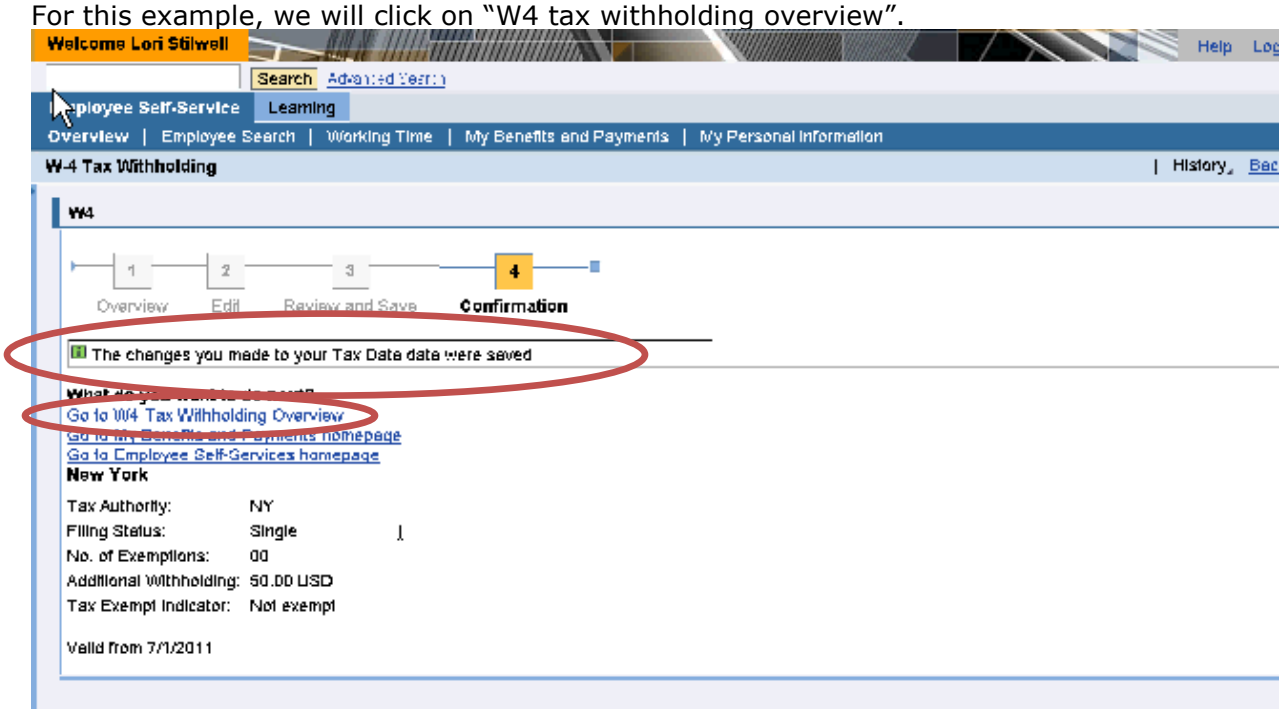
When you have changed any data on this screen, you should read the declaration. If you are ready to make the changes, check the "Declaration" Box to agree to the statement. You then need to decide when you wish the changes to take effect. It could be effective today, or at some date in the future.
Look over the information again and, if it is accurate, click on the "Review" button.



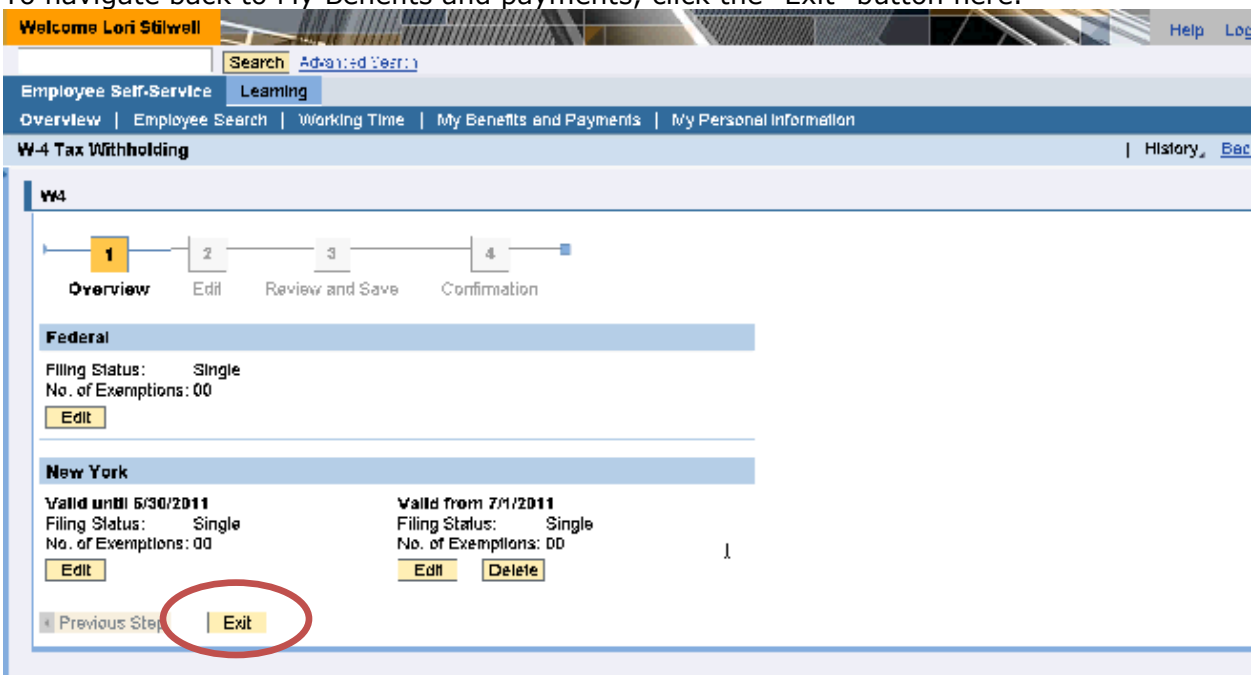
After reviewing the data, you can select "Save" to update the information.



You will then see the confirmation screen that indicates the "The changes you made to your Tax Data data were saved".
From here you decide where to go next.
For this example, we will click on "W4 tax withholding overview".



You will see screen below. There is now a "Delete" button in addition to the "edit" button now. You can delete any change you just made, until the end of the day that the change is scheduled to take effect.
To navigate back to My Benefits and payments, click the "Exit" button here.



If you have any difficulty accessing any service please call helpdesk at 858-6715.